

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-1	<p>Administrative Files Approved: November 3, 1997</p> <p>Documents used to facilitate, control, or supervise the performance of a specific function, process or action. Reference papers may relate to any function of state government and should bear a title relating them to the function, subfunction, process, or action they are used with. Do not use this number for audit working papers, investigations, and similar working papers, which are required by operating procedures, state or federal regulations and/or to be retained for a stipulated period of time. <i>Includes electronic media that communicates the above.</i></p> <p>A. Notes, drafts, feeder reports, news clippings, similar working papers and other materials accumulated for preparation of a communication, a study, a survey, an inspection or other action.</p> <p>This definition does not include official and quasiofficial recommendations, coordination actions and other documents which contribute to or result from preparation of the communication of other records.</p> <p>Disposition Destroy files no later than one (1) year after completion of project, study, survey, inspection or other action.</p> <p>B. Cards, listings, indexes and similar documents used for facilitating and controlling.</p> <p>Disposition Destroy when no longer needed to facilitate or control work.</p> <p>C. Technical documents, plans and similar reproduced materials that do not fall within the description of technical publications. This applies to the Record Copy generally maintained by the initiating office.</p> <p>Disposition Destroy when superseded, obsolete or no longer needed for reference.</p>

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-1	Administrative Files (continued from previous page) D. Documents received for general information purposes that require no action and are not required for documentation of specific functions.
Disposition	Destroy when no longer needed for reference.
S10115	Backup Files Approved: August 29, 2000 A copy of a computer file(s) or data to be used in the event the original is lost, damaged or destroyed.
Disposition	Files will be maintained in accordance with agency policy and procedure, but under no circumstance will backup data or information exist past the life of the primary record.
S836-3	Correspondence Files Approved: November 3, 1997 Included are: A. Correspondence concerning hours of work and additional duties. B. Correspondence concerning information activities, such as open house programs and special events. (This does not apply to news releases, project files on conferences, seminars, open house programs, etc., accumulated by agency Information Directors or agency offices performing similar functions). C. Correspondence relating to office participation in charity drives and blood donations.

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-3	Correspondence Files (continued) D. Correspondence relating to parking, traffic and related protective services. E. Documents relating to safety within the office. F. Other documents similar to the above categories that do not pertain to the official functional files of the office. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy after one (1) year.
S1376	Forms Justification and Approval Approved: November 3, 1997 File consists of Forms Justification and Approval Request and a sample copy of the form submitted for approval. <i>Includes electronic media that communicates the above.</i>
Disposition	Retain in active files until forms approved by the Records Management Division have been superseded or deleted by the agency.
S836-17	Office Financial Files Approved: November 3, 1997 Documents that relate to the participation of offices in matters concerning the expenditure of funds, such as cost estimates for travel, correspondence with budget offices, monies received for long distance telephone calls, or monies received comparable documents affecting funds. This authorization does not apply to Finance and Budget Offices that accumulate similar files in the performance of mission functions. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy after one (1) year.

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-14	Office General Management File Approved: November 3, 1997 Correspondence or documents pertaining to security agreements. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy when no longer needed or superseded.
S836-4	Office Instructional Files Approved: November 3, 1997 Documents and instructions relating to the internal and administrative practices relating to the preparation and issue of office memorandums numbered and unnumbered, or comparable continuing instructions that apply only to internal administrative practices and housekeeping details within the preparing office. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy when superseded by new instructions or when obsolete.
S836-6	Office Records Transmittal Files Approved: November 3, 1997 Copies of Records Transmittal Forms showing files transferred to the State Records Center or Library and Archives. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy seven (7) years after the records have been disposed of.

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-7	<p>Office Service and Supply Files Approved: November 3, 1997</p> <p>Documents relating to supply and equipment used by an office such as:</p> <ul style="list-style-type: none">A. Request for supplies, receipts for supplies and equipment and similar matters.B. Requests and other documents concerning issue of keys and/or locks to an office.C. Requests for publications and blank forms and other papers relating to the supply and distribution of publications to the office.D. Documents relating to local transportation.E. Documents relating to custodial services required by an office.F. Request for installation of telephone, floor plans showing location
S836-7	<p>Office Service and Supply Files (continued from previous page)</p> <p>of offices, telephone extensions, requests for change to telephone directories and similar papers.</p> <ul style="list-style-type: none">G. Documents relating to modification, repair or change to office heating, lighting, ventilation, cooling, electrical and plumbing systems.H. Documents relating to painting, partitioning, repairing or other aspects of maintaining the office physical structure.I. Documents relating to other logistical services required by or provided to an office. <p><i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy one (1) year after completion of action.

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-15	<p>Office Space Assignment Record File Approved: November 3, 1997</p> <p>Documents reflecting administrative space assigned to an office. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy when superseded or obsolete.
S836-13	<p>Policy, Procedures, and Rules Approved: November 3, 1997</p> <p>Extra copies of documents establishing policy for future and continuing action. (This does not include the official record copies, procedures or rules.) <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy when no longer needed for reference.
S836-12	<p>Reading Files Approved: November 3, 1997</p> <p>Extra copies of outgoing communications, arranged chronologically and maintained as a cross reference file or for periodic review by staff members. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy when no longer needed for reference.
S1685	<p>Real Property Lease Files Approved: November 3, 1997</p> <p>The records consist of documentation of lease space to house state agencies and departments. The records may consist of the following documents but not limited to: space action request form (FA0006), RFP correspondence pertaining to RFP, RPM summary cost analyst and diary sheet. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Finance and Administration should microfilm and maintain the original record permanently. Upon microfilm verification, destroy paper copy. Paper copies maintained by State agencies; unless specifically designated by statute, should be destroyed one (1) year after termination of lease.
Governing Laws	T.C.A. 12-2-108(c) and T.C.A. 10-7-303 (e)

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-5	<p>Record Access File Approved: November 3, 1997</p> <p>Correspondence or listing received by or prepared by an office, giving name and other identification of individuals authorized access to office records, particularly confidential records. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy when superseded, obsolete, or no longer needed for reference.
S836-10	<p>Reference Publication Files Approved: November 3, 1997</p> <p>Copies of publications, such as catalogs, brochures and manuals. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy when superseded, obsolete or no longer needed for reference.
S836-2	<p>Suspense File Approved: November 3, 1997</p> <p>Information arranged in systematic order as a reminder that action is required on a given date. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy when action is taken.
S836-11	<p>Technical Material Reference Files Approved: November 3, 1997</p> <p>A. Copies of technical material, such as transparencies, charts, maps, sound recordings, motion pictures and still photographs maintained for reference purposes.</p> <p>B. Documents related to the use and approval of an automated system, an automated filing system or similar system.</p>

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Administrative Records

RDA No.	Records Title and Description
S836-11	Technical Material Reference Files (continued) C. Technical documents, plans and similar reproduced materials that do not fall within the description of technical publications. This applies to the Record Copy generally maintained by the initiating office. <i>Includes electronic media that communicates the above.</i>
Disposition	Destroy when superseded, obsolete, or no longer needed for reference.
S1725	Telephone Logs Approved: November 3, 1997 Records consist of logs (GS-0686) of long distance telephone calls which are matched to the printout received from the Division of Accounts. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain original telephone log for each year until completion of audit. Upon notice by the Fiscal Director that an audit has been completed for the division, the records are to be destroyed by state approved methods. Copies of such records can be destroyed at the end of each fiscal year.